**Safeguarding Basic Human Rights in the Supply Chain** – The Norwegian Government's Standard Self-Assessment Questionnaire (short version)

The Norwegian Government’s Standard Self-Assessment Questionnaire is used by {Contracting Authority} for verification of compliance with [contract performance clauses for safeguarding basic human rights in the supply chain](https://anskaffelser.no/verktoy/maler/contract-performance-clauses-safeguarding-basic-human-rights-supply-chain), signed by {Supplier} on {Date} upon entering into the contract {Name of the contract}.

The self-assessment questionnaire is divided six chapters covering clause 2.1-2.6 in the contract performance clauses. The six chapters are part of [OECD Guidelines for Due Diligence for Responsible Business](https://www.responsiblebusiness.no/oecds-sektorveiledere/metoden-aktsomhetsvurdering/). Larger enterprises shall, from July 1st, 2022, according to the Norwegian [Transparency Act](https://lovdata.no/dokument/NLE/lov/2021-06-18-99), carry out due diligence in accordance with the OECD Guidelines for Multinational Enterprise.

Please provide a brief answer to each question (maximum 100 words). Please include source material for each question, either by referencing a website or by enclosing reports or other documentation. Please provide clear page references when referencing documents and reports. Remember to label any enclosed files with the question number.

The deadline for submitting the self-assessment questionnaire is {date}.

[Date and signature]

[Name/title of the Supplier’s Contract Manager]

# General INFORMAtiON about {Supplier}

# Please specify:

|  |  |  |
| --- | --- | --- |
| **Name of contract/contract number:** | {Name/number of the contract} |  |
| **Contact details for the Supplier’s Contract Manager (must sign below):** |  |  |
| **Responsible for due diligence/human rights in Norway:** | [Name  Title  organisational affiliation  contact details] |  |
| **Responsible for due diligence/human rights at Group level:** | [Name  Title  organisational affiliation  contact details] |  |
| **Number of employees in Norway:** |  |  |
| **Number of employees internationally:** |  |  |
| **Link to website describing the organisational structure in Norway:** |  |  |
| **Link to website describing the /organisational structure at Group level:** |  |  |

# **1**

# **HOW DOES THE ENTERPRISE EMBED RESPONSIBLE BUSINESS CONDUCT INTO POLICIES AND MANAGEMENT SYSTEMS?**

## 1.1.1 Has the Board of Directors adopted a publicly available policy on due diligence[[1]](#footnote-2) with regard to basic human rights, the ILO core conventions, Article 32 of the United Nations Convention on the Rights of the Child and national legislation on labour rights that is applicable to the entire supply chain[[2]](#footnote-3)?

**If yes,** please include a link and/or attach a copy of the policy [1.1.1]. **Enter text here:**

***If no,*** *this is a breach of clause 2.2.1 in the contract performance clauses and shall be rectified immediately. The Board of Directors shall have adopted a publicly available policy on due diligence with regard to basic human rights, the ILO core conventions, Article 32 of the United Nations Convention on the Rights of the Child and national legislation on labour rights that is applicable to the entire supply chain.*

## 1.1.2 Does the enterprise have publicly available updated information[[3]](#footnote-4) about due diligence in accordance with the act relating to enterprises' transparency and work on fundamental human rights and decent working conditions (Transparency Act)[[4]](#footnote-5)?

**If yes,** please describe. Please include a link and/or attach relevant documentation containing current information about due diligence in accordance with the Transparency Act [1.1.2-file name]. **Enter text here:**

***If no,*** *this is a breach of the act relating to the Transparency Act and shall be corrected immediately. The enterprise shall have publicly available current information relating to due diligence.*

## 1.1.5 Does the enterprise have one or more employees at management level who are responsible for compliance and reporting to the Board of Directors with regard to due diligence?

**If yes,** please describe the position and specify the name and contact details for those responsible for reporting. Please include a link and/or relevant documentation [1.1.5-file name]. **Enter text here:**

***If no,*** *this is a breach of clause 2.2.1 in the contract performance clauses and shall be rectified immediately. The enterprise shall have one or more employees at management level who are responsible for compliance and reporting to the Board of Directors with regard to due diligence.*

## 1.1.6 Does the enterprise have routines in place regarding the communication and regular follow-up of the due diligence policy in the supply chain?

**If yes,** please describe these routines. Please include a link and/or relevant documentation [1.1.6-file name]. **Enter text here:**

***If no,*** *this is a breach of clause 2.2.1 in the contract performance clauses and shall be rectified immediately. The enterprise shall have routines in place regarding the communication and regular follow-up of the due diligence policy and in the supply chain.*

# **2**

# **HOW DOES THE ENTERPRISE IDENTIFY AND ASSESS ACTUAL AND POTENTIAL HARM IN ITS OWN OPERATIONS AND IN THE SUPPLY CHAIN?**

## 2.1.1 Do the enterprise’s routines for due diligence include identifying and assessing of the risk of violation of the ILO Core Conventions, Article 32 of the UN Convention on the Rights of the Child and national legislation on labour rights in the entire supply chain – from raw material extraction to the finished product?

**If yes,** please describe the routines for identifying and assessing of the risk of violation of 1) the ILO Core Conventions, 2) Article 32 of the UN Convention on the Rights of the Child and 3) national legislation on labour rights in the supply chain – from raw material extraction to the finished product. Please include a link and/or relevant documentation [2.1.1-file name]. **Enter text here:**

***If no,*** *this is a breach of clause 2 in the contract performance clauses and shall be rectified immediately.* The enterprise shall have a due diligence system in place for the identification and assessment of the ***risk of* violation *of the ILO Core Conventions, Article 32 of the UN Convention on the Rights of the Child and national legislation on labour rights in the entire supply chain – from raw material extraction to the finished product***.

## 2.1.2 Does the enterprise have due diligence procedures in place to conduct regular risk analyses to identify, prioritise and reduce the risk of human rights violations in the entire supply chain – from raw material extraction to the finished product?

**If yes,** please describe the routines for conducting regular risk analyses. Describe the methodology for a) identifying, b) prioritising and c) reducing the risk of human rights violations in the entire supply chain. Please include a link and/or relevant documentation [2.1.2-file name]. **Enter text here:**

***If no,*** *this is a breach of clause 2.2.2 in the contract performance clauses and shall be rectified immediately. The enterprise shall have due diligence routines in place to identify, prioritise and reduce the risk of human rights violations in the entire supply chain – from raw material extraction to the finished product.*

# **3**

# **HOW DOES THE ENTERPRISE IMPLEMENT APPROPRIATE MEASURES TO STOP, PREVENT OR MITIGATE HARM/ADVERSE EFFECTS?**

## 3.1.1 Has the enterprise implemented routines for ceasing, preventing or mitigating adverse effects and harm in its enterprise and in the supply chain?

**If yes,** please describe the enterprise’s routines for ceasing, preventing and mitigating adverse effects in the supply chain and provide examples. Please include a link and/or relevant documentation [3.1.1-file name]. **Enter text here:**

***If no,*** *this is a breach of clause 2.2.3 in the contract performance clauses and shall be rectified immediately. The enterprise shall have routines in place for ceasing, preventing and mitigating adverse effects and harm in the supply chain.*

# **4**

# **HOW DOES THE ENTERPRISE TRACK IMPLEMENTATION AND RESULTS TO STOP, PREVENT AND MITIGATE HARM/ADVERSE EFFECTS?**

## 4.1 Does the enterprise have routines in place to track and ensure that the measures to cease, prevent and mitigate adverse effects and human rights violations in the supply chain are implemented and effective?

**If yes,** please describe the enterprise’s routines to track and ensure measures to cease, prevent and mitigate adverse effects and human rights violations in the supply chain. Please include relevant links to websites and/or documentation Please include relevant links to websites and/or documentation Please include relevant links to websites and/or documentation [4.1-file name]. **Enter text here:**

***If no,*** *this is a breach of clause 2.2.4 in the contract performance clauses and shall be rectified immediately. The enterprise shall have routines in place to track and ensure that the measures to cease, prevent and mitigate adverse effects and human rights violations in the supply chain are implemented and effective.*

# **5**

# **HOW DOES THE ENTERPRISE COMMUNICATE HOW ANY HARM/ADVERSE EFFECTS ARE ADDRESSED?**

## 5.1 Is the enterprise able to reference publicly available information about the work on due diligence in the supply chain? Does this information cover how the risk of breach of Clause 1 of the contractual conditions and any harm in the supply chain will be addressed?

**If yes,** please describe the publicly available information that explains how the enterprise’s risk of human rights violations and any harm in the supply chain is addressed. Please include a link and/or relevant documentation [5.1-file name]. **Enter text here:**

***If no,*** *this is a breach of clause 2.2.15 in the contract performance clauses and shall be rectified immediately. The enterprise shall have publicly available information that explains how the risk of human rights violations and any harm in the supply chain is addressed.*

# **6**

# **HOW DOES THE ENTERPRISE PROVIDE FOR, OR COOPERATE ON, REMEDIATION AND COMPENSATION WHERE REQUIRED?**

## 6.1 If the enterprise has caused harm or contributed to harm, is this addressed by the enterprise remedying such harm and providing compensation to any victims?

**If yes,** please describe the routines and processes associated with how the enterprise remedies and provides compensation to any victims. Please include link and/or relevant documentation [6.1-file name]. **Enter text here:**

**If no,** this is a breach of clause 2.2.6 in the contract performance clauses and shall be rectified immediately. If the enterprise has caused or contributed to harm, this shall be addressed by ensuring or cooperating to remedy the harm and provide compensation to victims.

1. Such policies shall be in line with the [Act relating to enterprises' transparency and work on fundamental human rights and decent working conditions (Transparency Act) – Lovdata](https://lovdata.no/dokument/NL/lov/2021-06-18-99) [↑](#footnote-ref-2)
2. *The entire supply chain*, including all stages of the production process – from raw material extraction, refinement, and component production to the final product, including distribution and transport. [↑](#footnote-ref-3)
3. The enterprise must respond to written requests within three weeks. [↑](#footnote-ref-4)
4. The Transparency Act will apply to larger enterprises that are resident in Norway and offer goods or services in or outside Norway. In addition, the Transparency Act will apply to foreign larger enterprises that offer goods or services in Norway and are tax resident in Norway. [↑](#footnote-ref-5)